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Records Management Survey Report  
of the  
Office of the Director  
20 May 1958

I. PURPOSE

To study the efficiency of the records systems and the mail and file activities of the Executive Registry.

II. BACKGROUND AND APPROACH

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At the request of the Executive Officer, DCI, a survey was started on 25 March 1958. [REDACTED] was assigned to conduct the study which began in Executive Registry and extended to all components of DCI served by the Registry.

III. FACTS

The mail handling and file systems of the Executive Registry have developed over the years as an outgrowth of the various requirements placed on them from the components they serve. This growth of systems has been without benefit of an approved policy or plan and operates with such flexibility that extensive on-the-job training for new employees is necessary before they are competent in each of the many tasks. Certain tasks are overlapping within the Registry as well as in the offices served by them. Also the high rate of turnover in employees creates a hardship in maintaining a well trained staff. Offices in general were complimentary of the Registry for the service received. However, there was some criticism concerning the dispatch of mail.

IV. CONCLUSION

That tasks performed by Executive Registry should be streamlined and modernized and that planned systems and procedures, developed as an approved policy, would improve efficiency.

V. RECOMMENDATIONS

The recommendations summarized below appear in detail together with supporting data behind the tabs indicated;

1. Install subject-numeric file system in Executive Registry. (Tab 1)
2. Establish offices of record. (Tab 2)
3. Cut off and retire records periodically. (Tab 3)
4. Use standard folders and guides. (Tab 4)
5. Combine logging and abstract card preparation. (Tab 5)
6. Convert IS logging to a card system. (Tab 6)
7. Destroy logs (secret and below) after one year. (Tab 7)
8. Procure mechanized equipment for control records. (Tab 8)
9. Approve Dispatch Guide as policy. (Tab 9)

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10. Revise cable logging procedures. (Tab 10)
11. Discontinue Summary of DCI Actions. (Tab 11)
12. Adopt color copies to denote record, chrono, and information copies. (Tab 12)
13. Reduce official T/O of Executive Registry. (Tab 13)

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